

Volunteer Service Agreement



Our Promise to You

Staff at the Oceanside Public Library appreciate the importance of volunteers and want to make the volunteer experience a positive one. All volunteers are promised the following:

- Appropriate placement that assures the assignment is a good match for their skills, abilities, and interests.
- Proper training and a clear understanding of the duties, expectations, required skills, and time commitment needed for the job to be done.
- A supervisor to oversee the work, set schedules, answer questions, and provide feedback.
- Respect, courtesy, appreciation, and support should any difficulties arise.

As a volunteer, I agree to:

- Interpret "volunteer" to mean that I have agreed to work without compensation, and having been accepted as a worker, I will perform my work according to standards.
- Consider my volunteer work to be a serious commitment. I will be punctual, dependable, and abide by the agreed upon schedule to the best of my ability.
- Be supportive of the Mission of the Library, and represent it in an appropriate way by conducting myself in a professional manner and dressing and grooming myself appropriately.
- Abide by all policies and procedures set by the Oceanside Public Library and City of Oceanside, with a full understanding that I may be terminated for not complying with these guidelines.
- Not promote any personal service, business, or political activity, to volunteers, patrons, or staff during a volunteer shift.

Confidentiality Agreement

- I agree to maintain confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, Library user, or involves Library business.

Computer Use Agreement

- During the course of my volunteer service with Oceanside Public Library, I may have access to the Library's automated system, which contains confidential information. I understand that all such information thereof is the property of the Oceanside Public Library. I hereby certify that I shall not knowingly or willfully communicate, deliver, or transmit any confidential information to any unauthorized person or agency. I will report to my supervisor, without delay, any incident which I believe to constitute an attempt to solicit confidential information of the library system or threaten the protection of patron data entrusted to the Oceanside Public Library.

Printed Volunteer Name

Volunteer Signature

Date